

LEDGE LIGHT HEALTH DISTRICT
Job Description
Contact Tracer

I. CLASSIFICATION:

This is a non-exempt position. This may be a full or part-time, regular or temporary position, dependent on the needs of the District. This is a mid-level, non-supervisory position.

II. PURPOSE:

The primary responsibility of this position is to support the efforts of the District related to the COVID-19 response, including but not limited to contact tracing and data management.

III. SUPERVISION:

Reports to the Communicable Disease Prevention Supervisor

IV. SPECIFIC RESPONSIBILITIES: (Examples – not a comprehensive listing)

- Initiate contact with people diagnosed with COVID-19 and with people who may have been exposed to someone with COVID-19
- Follow interview scripts to obtain information about an individual's symptoms, personal health history, close contacts and possible exposures
- Relay information and guidelines related to isolation and quarantine to individuals
- Provide health education and guidance in response to individual circumstances and questions
- Answer questions related to health concerns, isolation and quarantine and obtain answers to questions and follow-up with individuals if research is needed
- Screen individuals for social determinant of health needs and connect them with available resources
- Maintain confidential information and ensure that all data and information related to identified cases and contacts is collected and stored according to guidelines and in a manner that ensures privacy and confidentiality
- Use data systems as indicated by the State of Connecticut and the District to access and record information related to positive cases, close contacts and contact tracing efforts
- Identify common points of exposure and/or contact and notify Supervisor of themes or events where multiple exposures occurred
- Participate in meetings and trainings with the State of Connecticut and the District
- Other duties as are required or requested.

V. Minimum Qualifications:

- Bachelor's degree or four years of related work experience.

- Licensed practical nurse or similar certification documenting clinical understanding and experience
- Strong computer skills, including knowledge and proficiency of Microsoft Office applications and ability to quickly learn, use and troubleshoot specialized applications
- Ability to relate well with all segments of the public and interview people regarding their personal health and social connections in a non-judgmental manner
- Ability to work independently
- Attention to detail, timeliness and accuracy
- Strong communication and time management skills
- Ability to honor confidentiality requirements
- Valid driver's license

VII. Personal Attributes: Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff as a team player.